		INSTRUCTIONS TO TRAVELER	ONS TO TRAVELER (Unlisted items are self-explanatory)										AGE	
SCHEDULE OF EXPENSES AND		Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to em-	Complete (h) Show amount incurred for each meal, including tax and tips, and daily total meal cost. Show expenses, such as; laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals). Complete for per diem and actual expense travel. Show total subsistence expense incurred for actual expense travel. Show per diem amount, limited to maximum rate, or if travel on actual expense, show								ellboys,	information if this is a continuation sheet. PAGES TRAVEL AUTHORIZATION NO.		
AMOUNTS CLAIMED		ployee and marital status of (unless infor- mation is shown on the travel authorization.)	expense travel	expense the lesser of the amount from col. (i) or maximum rate. (n) Show expenses such as: taxi/limousine fares air fare (if purchased with cash) local or								TRAVELER'S LAST NAME		
DATE TIME 19 (Hour		DESCRIPTION								MILEAGE	AMOUNT CLAIMED			
		(Departure/arrival city, per diem computation, or other explanations	MEALS				MISCEL- LANEOUS			RATE: C				
	and am/pm)	of expense)	BREAK- FAST	LUNCH	DINNER	TOTAL	SUBSIS- TENCE	LODGING	TOTAL SUBSISTENCE	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)	(n)	
									OUDTOT					
If additional space is required continue on another SF-1012-A BACK, leaving the front blank. SUBTOTALS TOTALS														
TOTALO							F., (1-1-1-5	() (···) -·····					
vided. Solicitation of the information on this form is authorized by 5 U.S.C. requirement by this agency in connection with the hiring or firing of an Chap. 57 as implemented by the Federal Travel Regulations (FPMR 10-7), employee, the issuance of a security clearance, or investigations of the per-											and total of columns (I), (m) and w and in item 13 on the front of n.			
of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil,														